



South Carolina **State Ethics Commission**

**NON-CANDIDATE COMMITTEE or POLITICAL PARTY COMMITTEE
or LEGISLATIVE CAUCUS COMMITTEE CAMPAIGN DISCLOSURE FORM**

PLEASE READ AND FOLLOW ALL INSTRUCTIONS FOR COMPLETE INFORMATION ON FILING THIS FORM.

TO BE COMPLETED AND FILED BY ANY COMMITTEE OR POLITICAL PARTY SUPPORTING OR OPPOSING A CANDIDATE

WHEN:

- (1) Initially, within ten days after receiving or expending an initial \$500.00 (please note an initial report is not required after every \$500.00 spent or received) and, thereafter within ten days following the end of each calendar quarter (January 10, April 10, July 10, October 10) either before or after each election regardless of whether contributions have been received or expenditures made.
- (2) Quarterly reports are due within ten days following the end of each calendar quarter (January 10, April 10, July 10, October 10) until a Final Report is filed.
- (3) A Final Report is filed when the campaign account is closed (i.e., no funds are in the account and no money is due or owed).

KEEP A COPY OF THE FORM FOR FOUR (4) YEARS

\$100.00 PER DAY PENALTY IF

WHO MUST FILE	WHERE TO FILE
Any in-state committee	STATE ETHICS COMMISSION 5000 THURMOND Mall, Suite 250 Columbia, SC 29201
Any out-of-state committee which contributes more than \$500.00	STATE ETHICS COMMISSION 5000 THURMOND Mall, Suite 250 Columbia, SC 29201
Senate Legislative Caucus Committee	SENATE ETHICS COMMISSION P. O. BOX 142 Columbia, SC 29202
House Legislative Caucus Committee	HOUSE ETHICS COMMITTEE P. O. Box 11867 Columbia, SC 29211

RESTRICTIONS

- (1) Contributions to a committee are limited to \$3,500.00 per calendar year.
- (2) Contributions from committee to a statewide candidate are limited to \$3,500.00 per election cycle; \$1,000.00 for local candidates.
- (3) Cash contributions are limited to \$25.00; however, the name and address of each such contributor must be obtained
- (4) A committee may have only one campaign checking and one campaign savings account.
- (5) Public funds or property may not be utilized in an election campaign.
- (6) Campaign funds may not be used for personal use unrelated to the campaign.
- (7) A candidate for statewide office may not accept more than \$50,000.00 and a local office candidate may not accept more than \$5,000.00 from political party committees. Contributions in excess must be donated to the Children's Trust Fund within seven days of receipt.
- (8) Anonymous contributions are prohibited and must be donated to the Children's Trust Fund within seven days of receipt.
- (9) Campaign contributions may not be accepted or solicited by any person on the State Capitol grounds, in state office buildings, or at the principal office of a statewide official.
- (10) Judges, solicitors, the Attorney General and his assistants may not solicit campaign contributions except for their own campaign. Law enforcement officers may not solicit for any candidate, including themselves, while in uniform.
- (11) A petty cash fund of \$100.00 or less may be established with no expenditure exceeding \$25.00.
- (12) Any person making an expenditure for communications (ads, campaign solicitations, etc) must place his name and address on the printed material.

DEFINITIONS:

COMMITTEE: means an association, a club, an organization, or a group of persons which, to influence the outcome of an elective office, receives contributions or makes expenditures in excess of five hundred dollars in the aggregate during an election cycle. It also means a person who, to influence the outcome of an elective office, makes:

(a) contributions aggregating at least twenty-five thousand dollars during an election cycle to or at the request of a candidate or a committee, or a combination of them; or

(b) independent expenditures aggregating five hundred dollars or more during an election cycle for the election or defeat of a candidate.

"Committee" includes a party committee, a legislative caucus committee, a non-candidate committee, or a committee that is not a campaign committee for a candidate but that is organized for the purpose of influencing an election.

CONTRIBUTION - means a gift, subscription, loan, guarantee upon which collection is made, forgiveness of a loan, an advance, in-kind contribution or expenditure, a deposit of money or anything of value made to a candidate or committee, as defined in Section 8-13-1300(6), for the purpose of influencing an election; or payment or compensation for the personal service of another person which is rendered for any purpose to a candidate or committee without charge. 'Contribution' does not include volunteer personal services on behalf of a candidate or committee for which the volunteer receives no compensation from any source or a gift, subscription, loan, guarantee upon which collection is made, forgiveness of a loan, an advance, in-kind contribution or expenditure, a deposit of money, or anything of value made to a committee, other than a candidate committee, and is used to pay for communications made not more than forty-five days before the election to influence the outcome of an elective office as defined in Section 8-13-1300(31)(c). These funds must be deposited in an account separate from a campaign account as required in Section 8-13-1312.

IN-KIND CONTRIBUTION OR EXPENDITURE - means goods or services which are provided to or by a person at no charge or for less than their fair market value.

EXPENDITURE- means a purchase, payment, loan, forgiveness of a loan, an advance, in-kind contribution or expenditure, a deposit, transfer of funds, gift of money, or anything of value for any purpose.

ELECTION CYCLE- The contribution limits to candidates are for each primary, runoff, or special election in which a candidate has opposition and for each general election. If the candidate remains unopposed during an election cycle, one contribution limit shall apply. A contribution made on or before the seventh day after a primary or primary runoff is attributed to the primary or primary runoff, respectively. A contribution made on or before the end of the quarter immediately following a general election or special election is attributed to the general election or special election, respectively.

**NON-CANDIDATE COMMITTEE or POLITICAL PARTY COMMITTEE
or LEGISLATIVE CAUCUS COMMITTEE CAMPAIGN DISCLOSURE FORM**
GENERAL INSTRUCTIONS

NOTE: An original and one copy of all applicable parts of this form must be filed with the appropriate supervisory office. Only Pages 1 and 2 need to be filed if there have been no contributions or expenditures to report for the filing period. Section "C" must be filed if there are any loans or obligations reported in Item 8. Section "D" must be filed with the final report if the campaign has any assets of \$100.00 or more.

Please type or print all responses. Incomplete or illegible forms may be returned. Supplemental sheets may be added if additional space is required.

Fax copies of these forms will not be accepted. The originals must be received no later than 5:00 p.m. on the date of the established deadline.

You are required to keep a copy for your records for four (4) years.

A late filing penalty of \$100.00 per day WILL be assessed by the appropriate supervisory office if the form is not received within five days after the established deadline.

A copy of each campaign disclosure form is mailed by the State Ethics Commission to the Clerk of Court in the county of residence of the Committee. These forms are matters of public record, open to public inspection upon request.

Detailed instructions may be obtained from the Campaign Disclosure Manual. Copies are available from the supervisory offices.

VIOLATIONS

If the Commission determines that a violation of the campaign practices has occurred, it may

- ➔ recommend administrative or disciplinary action;
- ➔ impose oral or written warnings or reprimands;
- ➔ require the violator to pay a civil penalty of not more than \$2,000.00 for each violation;
- ➔ require the forfeiture of anything received or the value of anything received in violation of the law; or
- ➔ refer the matter to the Attorney General for criminal prosecution.

If the Commission determines that a violation warrants criminal prosecution, the case will be referred to the Attorney General;

- ➔ a person convicted of a criminal violation is guilty of a misdemeanor and may be fined up to \$5,000.00, or imprisoned for up to 1 year or both;
- ➔ for a violation of the bribery section, guilty of a felony and may be fined up to \$10,000.00 and may be imprisoned for up to 10 years;
- ➔ the willful filing of a groundless complaint is a misdemeanor and can result in a \$1,000.00 fine or penalty;
- ➔ a person who violates any provision of the campaign finance law is guilty of a misdemeanor and, upon conviction, must be fined not more than five hundred percent of the amount of contributions or anything of value that should have been reported pursuant to the provisions of the campaign finance law, but not less than five thousand dollars or imprisoned for not more than one year, or both.

INSTRUCTIONS FOR **PAGE 1**

IDENTIFICATION NUMBER – EIN or a number to be generated by staff.

LOCATION OF CAMPAIGN ACCOUNTS - List the account numbers for your campaign savings account and checking account, as well as the name and address of the depository where the account(s) are maintained. The account information will not be provided to the public.

Name of Committee:

[illegible]

The following information is required for administrative purposes, only for positive identification of the filer, and will not be released to the public.

EIN:

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LOCATION OF CAMPAIGN ACCOUNTS

A. Savings Account #

[illegible]

Name of Banking Institute:

Address:

B. Checking Account #

[illegible]

Name of Banking Institute:

Address:

NOTE:

PLEASE COMPLETE THIS ENTIRE REPORT IN **BLUE** OR **BLACK** INK, OR **TYPE**.

DO NOT USE PENCIL

KEEP A COPY FOR YOUR RECORDS

\$100 PER DAY PENALTY IF FILED LATE

INSTRUCTIONS FOR PAGE 2

1. TYPE OF REPORT - Check the appropriate block: INITIAL; FINAL; QUARTERLY UPDATE. Indicate the applicable quarterly reporting period.

2. NAME OF COMMITTEE - Identify the committee or other person filing the report by full and proper name. An acronym or abbreviation may be used by the committee if the acronym or abbreviation is commonly known or clearly recognized by the public.

3. ADDRESS FOR MAILING PURPOSES. Be sure to include your full address: city, state, and zip code.

4. COUNTY - Identify the name of the county in which the office is located.

5. CONTRIBUTIONS - **The receipt of contributions must be indicated in the proper category, total this period and total for election cycle. Contributions of more than \$100.00 must be itemized on Section A on page 3.**

A. Unitemized contributions are those which individually are \$100.00 or less during an election cycle. Itemized contributions are those which aggregate more than \$100.00 during an election cycle. List the totals this period and totals for the election cycle to date from Section A.

B. In-Kind contributions are goods or services which are provided to or by a person at no charge or for less than their fair market value. They are also in-kind expenditures, and must equal 6A.

C. List total receipts by totaling the above columns.

6. EXPENDITURES - **All expenditures are to be itemized in Section B on page 3.**

A. In-Kind expenditures are goods or services which are provided to or by a person at no charge or for less than their fair market value. They are also in-kind contributions, and must equal 5B.

B. List total of all other expenditures from Section B.

C. List total expenditures by totaling the columns.

7. BALANCE OF CONTRIBUTIONS

Item 7(A) must equal contributions on hand from previous report. If none, show zero. The contributions on hand at the end of the reporting period (7D) is determined by adding the total of contributions received this reporting period (7B) to the amount on hand at the beginning of the reporting period (7A), and subtracting the amount of funds expended during the reporting period (7C). A report must be filed every quarter until account has a zero balance and all loans are repaid.

8. LOANS: List debts owed by the Committee, and itemize in Section C on page 4.

SIGN AND DATE FORM

NOTE: PLEASE PROVIDE ONE ORIGINAL AND ONE COPY OF THIS FORM TO THE APPROPRIATE SUPERVISORY OFFICE, AND KEEP A COPY FOR YOURSELF.

Quarterly Update: ☐ Apr 10 ☐ Jul 10 ☐ Oct 10 ☐ Jan 10

[illegible]

5. CONTRIBUTIONS (Check if none _____)	Unitemized (\$100.00 or less)	Itemized (over \$100.00)	TOTAL This Period Election Cycle	
A. Individual Contributions or other	(+)	(+)	(+)	(+)
B. In-Kind Contributions (Must equal 6A)	(+)	(+)	(+)	(+)
C. Total Contributions	(=)	(=)	(=)	(=)

6. EXPENDITURES	Total (This Period)	Total (Election Cycle)	7. BALANCE OF CONTRIBUTIONS
A. In-Kind Expenditures (Must equal 5B)	\$	\$	A. Contrib. On Hand (Beginning this Period) \$
B. Expenditures	(+)	(+)	B. Total Contributions (This Period) (5C.) (+)
C. Total Expenditures (=)	(=)	(=)	C. Total Expenditures (This Period) (6C) (-)
			D. Contrib. On Hand (Period End) (=)

Amounts owed by the Committee_____ (Must be Itemized in Section C)

CERTIFICATION: I certify that the contents of this statement are true, correct, and complete to the best of my knowledge and belief. I understand that if this statement is not received within five (5) days of the deadline, a late filing penalty of \$100.00 per day WILL be levied.

Print Name: _____

FOR OFFICE USE ONLY: ☐ Complete _____ ☐ Incomplete

☐ Entered _____ ☐ Scanned

FAXED COPIES WILL NOT BE ACCEPTED
The original must be received no later than 5:00 p.m. on the date of the established deadline.

E4A (Rev05/07)

INSTRUCTIONS

For Page 3

SECTION A - ITEMIZED CONTRIBUTIONS RECEIVED

Any cumulative contribution of more than \$100.00 from any individual or committee, in the aggregate during an election cycle must be indicated by the name, address and occupation of the contributor. The date and amount of each contribution must be disclosed for the current reporting period and to date for the calendar year. The total receipts must be the same as 5C itemized this period.

SECTION B - ITEMIZED EXPENDITURES

All expenditures must be indicated with disclosure of the date of payment **and** the full name and address of the payee and the purpose and amount of each such expenditure. Contributions by a committee to a candidate or candidates are considered an expenditure and must be disclosed on this schedule. The total expenditures must be the same as 6(C) this period.

E4A.3

Committee Name: _____

A. ITEMIZED CONTRIBUTIONS

DATE	FULL NAME, FULL ADDRESS,AND OCCUPATION OF INDIVIDUAL CONTRIBUTOR(S) OR FULL NAME AND FULL ADDRESS OF GROUP MAKING CONTRIBUTION	CONTRIBUTIONS THIS PERIOD	CONTRIBUTIONS TO DATE

TOTAL (Must equal amount reported in Number 5C. Itemized)

B. ITEMIZED EXPENDITURES

DATE	FULL NAME <u>AND</u> FULL ADDRESS OF VENDOR OR CANDIDATE TO WHOM EXPENDITURE WAS MADE	DESCRIPTION OF EXPENDITURE	AMOUNT THIS PERIOD

TOTAL (Must equal amount reported in Number 6C. This Period)

INSTRUCTIONS

For Page 4

SECTION C - DEBTS AND OBLIGATIONS

Any loans or extensions of credit should be listed in Section 1 indicating the date of the loan or extension of credit as well as the name **and** address of the individual or group extending the loan or credit. The purpose and terms (interests' rate, repayment terms) must be disclosed as well as the amount of the original loan or extension of credit.

LOANS

Loans to a campaign are considered contributions to the campaign and are subject to the appropriate contribution limits. A loan is not subject to the contribution limits if it is (1) made by a commercial lending institution, (2) in the regular course of business, (3) on the same terms ordinarily available to the public, and (4) secured or guaranteed upon which collection is not made.

Any loan repayments made through the date of the filing of this form should be indicated in Section 2 of Schedule C. The date of payment, full name **and** address of the individual or group receiving the payment and the payments during the period and year to date should be disclosed. The existing balance is also identified. Reporting on a quarterly basis shall continue until the existing balance is repaid and a Final Report is filed.

SECTION D- DISPOSITION OF ASSETS

Any assets of a value of \$100.00 or more still in the possession of the committee at the time of the final report are to be disclosed along with an explanation of the disposition to be made of these assets.

E4A.4

Committee Name: _____

C. (1) LOANS RECEIVED

DATE	FULL NAME AND FULL ADDRESS OF INDIVIDUAL OR FULL NAME AND FULL ADDRESS OF GROUP MAKING LOANS	PURPOSE	TERMS	INITIAL AMOUNT OF LOAN

TOTAL LOANS RECEIVED

(2) LOAN REPAYMENTS

DATE OF PAYMENT	FULL NAME <u>AND</u> FULL ADDRESS OF INDIVIDUAL OR GROUP TO WHOM REPAYMENT WAS MADE	PAYMENTS		EXISTING BALANCE
		This Period	Year-to-Date	
TOTAL LOANS REPAYMENTS				

TOTAL (Must equal amount reported in Number 8 Loans)

D. FINAL DISPOSITION OF PROPERTY OWNED BY CAMPAIGN WORTH \$100.00 OR MORE

Asset _____ Disposition _____

Asset _____ Disposition _____

Asset _____ Disposition _____

Asset _____ Disposition _____

CONTACT NUMBERS

For questions, call: 803/253-4192

or

**Visit the State Ethics Commission
or copy additional forms at:**

<http://ethics.sc.gov>

***State Ethics Commission
5000 Thurmond Mall, Suite 250
Columbia, SC 29201***

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